

SELF SERVICE CENTER

INSTRUCTIONS: HOW TO FILL OUT THE STIPULATION (AGREEMENT) TO FILE A CONSENT PATERNITY JUDGMENT/ORDER

Use these instructions only if you and the other party have agreed to a Paternity Judgment/Order and have agreed to file and sign a Consent Paternity Judgment/Order

INSTRUCTIONS FOR FILLING OUT THE STIPULATION (AGREEMENT):

(The section number in front of each paragraph below is the same as the section number on the Stipulation (Agreement). For example: Read section (A) below. Then, turn to section (A) on the Stipulation (Agreement). The section letter can be found at the end of each paragraph. Each section below will help you fill out each section of the Stipulation (Agreement).

SECTION: Type or write in black ink only.

(A) INFORMATION ABOUT THE PETITIONER: Write in the Petitioner's name, current address, city, state, zip code, and telephone number. If you have an ATLAS number, write in the number. (The person who filed the Petition/Complaint for Paternity is the Petitioner.) If a lawyer represents the Petitioner, write in the Petitioner's lawyer's name, bar number, address, city, state, zip code, and telephone number instead of the Petitioner's name and so forth. Check the box to tell the court whether you are representing yourself or a lawyer represents you.

(B) INFORMATION ABOUT THE RESPONDENT: Write in the Respondent's name, current address, city, state, zip code, and telephone number. (The person who was served with the paternity papers is the Respondent.) If a lawyer represents the Respondent, write in the Respondent's lawyer's name, bar number, address, city, state, zip code, and telephone number instead of the Respondent's name and so forth. Check the box to tell the court whether the Respondent is representing him or herself or is represented by a lawyer.

(C) NAMES: Write in the Name of the Petitioner and the Respondent in the space provided.

(D) CASE NUMBER. Write in your court case number.

WARNING. Each party must put his or her initials in the space provided for every statement that is true. If any statement is not true, you cannot file this document or get a Consent Paternity Judgment/Order. You must follow other trial preparation procedures. You must also read and initial each statement below under oath. This means you must tell the truth. Lying is a crime and the Court can punish you for lying. If you do not understand any of the statements or need help with other trial procedures, you should see a lawyer for help before signing this paper. If you choose to use this procedure and the statement is true, Petitioner should put his or her initials in the space provided, and Respondent should put his or her initials in the space provided. If the statement does not apply to your case, write "N/A" for not applicable in the space for your initials.

(D) AGREE AND UNDERSTAND. This section tells the judge or commissioner:

1. That both parties have read the Stipulation (Agreement) and the Consent Paternity Judgment/Order, AND
2. That both parties understand and agree with the Stipulation (Agreement) and the Consent Paternity Judgment/Order, AND
3. That both parties want the judge or commissioner to sign the Consent Paternity Judgment/Order.

4. Make sure that there are no blanks, except for the date and signature line for the judge/commissioner to sign. If the statement does not apply to your case, write in "N/A."

- (F) **TIME FRAME.** Write in the day the Respondent was served with the court papers.
- (G) **PAYMENT OF COURT FEES.** This section tells the judge or commissioner that both parties have either paid the court fees and/or costs or have received an initial Order of Deferral. You must provide either a copy of the receipt showing that you paid the court fees and/or costs, or you must provide a copy of the Order of Deferral. Both parties must do this.
- (H) **SELF-ADHESIVE, REMOVABLE TABS OR MARKERS.** This section tells the court that you have put self-adhesive, removable tabs or markers on the pages(s) of the original and two (2) copies of the Paternity Judgment/Order where the judge or commissioner dates and signs the Judgment/Order. This section also says that you have put a self-adhesive, removable tab or marker on the original and 2 copies of the wage assignment order where the judge/commissioner dates and signs the order. Make sure you use easily removable tabs. Do not use paper clips or tape.
- (I) **ORIGINAL DOCUMENTS AND COPIES.** Make sure you give the judge/commissioner the documents requested. Check each box to show that you are giving the judge/commissioner the documents.
- (J) **APPEARANCE BY RESPONDENT.** This section tells the judge or commissioner that by signing the Stipulation (Agreement), the Respondent or Defendant has appeared in this case and is submitting to the jurisdiction of the Court.
- (K) **RIGHT TO TRIAL IS WAIVED.** This section tells the judge or commissioner that both parties do not want a trial and are waiving any right they may have to a trial.
- (L) **NO DURESS OR COERCION. COMPLETE AGREEMENT.** This section tells the judge or commissioner that both parties want to sign this Stipulation (Agreement) and that no one is making them sign this paper. It also tells the Judge or Commissioner that your agreement is contained in the Stipulation (Agreement), Paternity Judgment/Order, and any attachments, and that you have not made any agreement that is not contained in these documents.
- (M) **LEGAL ADVICE.** This section tells the judge or commissioner that both parties understand that they have a right to have or get legal advice and to have a lawyer. The Self-Service Center has a list of lawyers that will help people on a task-by-task basis. If you choose a lawyer from the list, the lawyer will discuss with you the fee arrangement.
- (N) **JUDICIAL DISCRETION.** This section tells the judge or commissioner that both parties understand that the judge or commissioner will review the court papers and can decide whether to sign the documents.
- (O) **PARENTS OF THE CHILD(REN).** Write in the name of the mother of the child(ren), and the name of the father of the child(ren). This section tells the court that both parties agree to whom the mother and father of the child(ren) is/are.
- (P) **CUSTODY, PARENTING TIME AND CHILD SUPPORT.** Initial the paragraphs and then check one box only. This section tells the judge or commissioner that both parties believe that the custody, parenting time and child support arrangements are in the best interest of your

child(ren). This section also tells the judge or commissioner that you have asked to deviate from the child support guidelines. **If you ask the judge to deviate from the child support guidelines, you must tell the judge why.**

- (Q) DOMESTIC VIOLENCE.** This section only applies if you are asking for joint custody. If you are not asking for joint custody, write in "n/a" for not applicable. If you are asking for joint custody, check box "A" or box "B." If you checked box "B," you must tell the judge why joint custody is in the best interest of the children, even though domestic violence has occurred.
- (R) PARENT INFORMATION PROGRAM.** This section tells the judge or commissioner that both parties have completed the Parent Information Program class before filing the Consent Paternity Judgment/Order. This requirement concerns parents who filed for paternity on or after January 1, 1997 or whom a judge or commissioner has ordered to take the class. Remember to attach a copy of both Certificates to the Stipulation. In the event, the Respondent cannot or refuses to attend the class, you can write in the reasons why the Respondent cannot or refuses to attend the class.
- (S) DOCUMENTS INVOLVING CHILDREN.** This section tells the judge or commissioner that you have attached the documents regarding the children that the judge or commissioner needs to sign your paternity judgment/order. Don't forget to do this.
- (T) SIGNATURE OF PETITIONER/SIGNATURE OF RESPONDENT.** This section tells the judge or commissioner that the Stipulation (Agreement) is true and correct to the best of your knowledge and information. Both parties must sign the Stipulation (Agreement) in front of a Notary Public. (The Notary Public will need a picture identification from you to notarize your signature.)
- (U) SIGNATURE OF EACH LAWYER.** If a lawyer represents either party, the lawyer must also sign the document.